



SAN FRANCISCO
PLANNING
DEPARTMENT

CB3P

Community Business Priority Processing Program Checklist for Eligibility

The Community Business Priority Processing Program (“CB3P”) was adopted by the San Francisco Planning Commission on February 12, 2015 under Resolution Number 19323. The CB3P streamlines the Conditional Use process for certain small and mid-sized businesses applications. It is the successor program to the Planning Commission’s Small Business Priority Processing Pilot Program (“SB4P”).

Projects that qualify for, and enroll in, the CB3P are guaranteed (1) a hearing date within 90 days of filing and (2) placement on the Planning Commission’s consent calendar. The analysis of CB3P-projects is documented through a two-page Project Summary and Motion (“PS&M”) rather than the lengthier Executive Summary and Draft Motion documents prepared in connection with conventional applications.

Applicants for the CB3P must (1) complete this checklist documenting eligibility for participation, (2) complete the Conditional Use application and provide associated materials and (3) conduct a Pre-Application Meeting, as discussed below. **Planning Department Staff are available to assist you at the Planning Information Center (“PIC”), located on the ground floor of 1660 Mission Street, during regular business hours. You can also call the PIC at (415) 558.6377**

Information about Pre-Application Meetings can be found at sfplanning.org > Permits & Zoning > Permit Forms > “Neighborhood Notification - Pre-Application Meeting Packet”. A Pre-Application Meeting is a mandatory form of community outreach conducted by a project sponsor in order to receive initial feedback prior to the submittal of an application to the Planning Department. A Pre-Application Meeting is hosted by a project sponsor to discuss a project and review associated plans; it is typically held at or near the project site. A project sponsor is required to send notice of the meeting to abutting property owners and occupants, property owners and occupants directly across the street, and all neighborhood associations (available at www.sfplanning.org).

Project Information

Please complete all fields.

PROPERTY ADDRESS:	RECORD NUMBER AND/OR BUILDING PERMIT NUMBER:
NAME OF BUSINESS (IF KNOWN):	
BRIEF DESCRIPTION OF PROJECT:	

Checklist for CB3P Eligibility

The following checklist is to be completed by applicants and reviewed by Planning Department Staff.

CONFIRM COMPLIANCE WITH EACH CRITERION BY CHECKING BOXES		
<input type="checkbox"/>	Pre-Application Meeting	The applicant has conducted a Pre-Application Meeting as set forth on the reverse side of this page.
<input type="checkbox"/>	Application Type	The application is for Conditional Use Authorization.
<input type="checkbox"/>	Formula Retail	The application does not seek to establish a new Formula Retail use, excepting one with fewer than 20 other establishments.
<input type="checkbox"/>	Hours of Operation	The application does not seek to establish or expand hours of operation beyond those permitted on an as-of-right basis in the subject zoning district.
<input type="checkbox"/>	Storefront Consolidation	The application does not seek to consolidate multiple tenant spaces (e.g. storefronts), regardless of any vacancy, into a lesser number of tenant spaces.
<input type="checkbox"/>	Loss of Dwellings	The application does not seek to remove any dwelling units.
<input type="checkbox"/>	Alcoholic Beverages	The application does not seek to sell any alcoholic beverages excepting beer and/or wine sold on or off-site in conjunction with the operation of a Bona Fide Eating Place.
<input type="checkbox"/>	Nature of Work	The proposed work involves only a change of use, tenant improvement or similar interior or store-front work. No building expansion or new construction is involved.
<input type="checkbox"/>	Nature of Use	<p>The application involves only non-residential uses and does not seek to establish or expand any of the following:</p> <ul style="list-style-type: none"> ✓ Massage Establishment ✓ Tobacco Paraphernalia Establishment ✓ Adult Entertainment Establishment ✓ Medical Cannabis Dispensary ✓ Fringe Financial Service ✓ Drive-up Facility ✓ Wireless Telecommunications Site ("WTS") ✓ Outdoor Activity Area ✓ Bar ✓ Nighttime Entertainment / Place of Entertainment (e.g. nightclubs, music venues) ✓ Liquor Store ✓ Off-Street parking in excess of that allowed on an as-of-right basis ✓ Office closed to the public located on the ground story

Applicant's Declaration

I hereby attest under penalty of perjury that the information I have provided is true and correct to the best of my knowledge, that I intend to complete the project described herein in compliance with the eligibility requirements of the CB3P Program, that I have read and understood this form, and that I am (a) the property owner or authorized agent of the property owner, (b) familiar with the property, and (c) able to provide accurate and complete information. I understand that knowingly or negligently providing false or misleading information may lead to denial or rescission of my permit and/or other authorization and may constitute a violation of the San Francisco Municipal Code, which can lead to criminal and/or civil legal action along with the imposition of administrative fines.

Signature _____ Date _____ Email Address _____

Print Name and check one: OWNER or AUTHORIZED AGENT Phone Number _____

For Staff Use Only:
Check One:

ENROLLED ✓ **CHECKLIST REVIEWED AND FOUND TO BE ACCURATE AND REFLECTIVE OF PROJECT**
 ✓ **PRE-APPLICATION MEETING COMPLETE; DOCUMENTATION RECEIVED**
 ✓ **CONDITIONAL USE APPLICATION RECEIVED**

NOT ENROLLED
STATE REASON: _____

PROVIDE A COPY OF THIS FORM TO THE DIRECTOR'S OFFICE

 Name, Date and Signature of Current Planning Staff